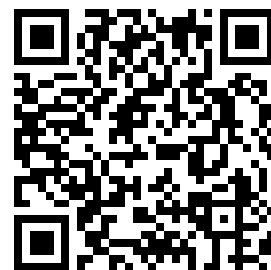

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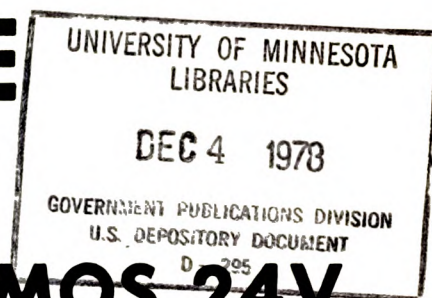
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FM 9-24V/CM

IMPROVED HAWK MAINTENANCE CHIEF



MOS 24V



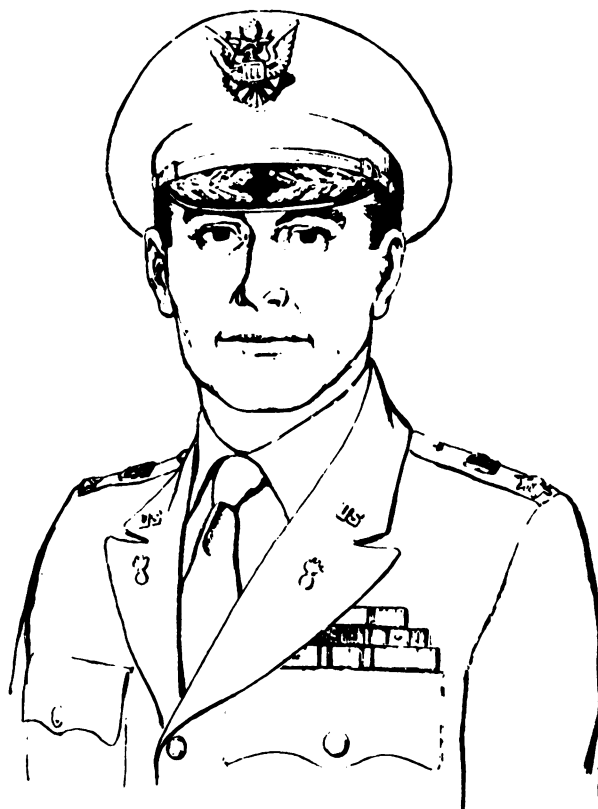
COMMANDER'S MANUAL

HEADQUARTERS, DEPARTMENT OF THE ARMY

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ATTENTION COMMANDER!

DISTRIBUTE THIS MANUAL TO ALL
OFFICERS AND SENIOR NCO'S
WHO HAVE ENLISTED PERSONNEL
OF MOS 24V UNDER THEIR COMMAND
OR SUPERVISION.



The Commander's Manual is the life-cycle training program for this MOS. It gives the commander, senior noncommissioned officer and unit trainer some of the information needed to plan, conduct and evaluate training. The manual lists all critical tasks that a soldier must master at each skill level and lists the location for **qualification** and **additional training**. It also lists the primary training materials needed for each task. Appendixes list training references, devices, and training ammunition needed to conduct and evaluate training.

You are asked to send your comments to improve this manual. Send them to: Commandant, US Army Missile and Munitions Center and School, ATTN: ATSK-TD-AD, Redstone Arsenal, AL 35809. Please use DA Form 2028 (Recommended Changes to Publication).

This Commander's Manual was prepared by the US Army Missile and Munitions Center and School.

E. A. Rudd
Colonel, Ordnance Corps
Commandant

LORY ARMORY



RESERVE COMPONENT COMMANDER'S ATTENTION

This manual lists the critical tasks for Active Army soldiers in their MOS. Most tasks apply to the reserve soldier without change. However, some tasks may be modified because of differences in equipment, other resources and training time. Because of this, you will need to make changes and seek ways to help the soldiers under your command learn the tasks.

This manual has not gone through the review process to make it completely applicable to Reserve Components. In the meantime, Reserve Components will be using it along with their Active Army counterpart. As necessary, change sheets will be published and distributed to you.

Many of the tasks in this manual are taught during resident training. There are many tasks your soldiers must learn on their own. Study and training materials can be ordered through the pinpoint distribution system, training and audiovisual support centers and proponent schools. Your job is to make sure the necessary study materials are in your unit's training center when needed.

FIELD MANUAL
9-24V/CM

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 2 October 1978

IMPROVED HAWK MAINTENANCE CHIEF

MOS 24V, SKILL LEVELS 4 AND 5

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Users of this publication are encouraged to recommend changes and submit comments for its improvement. Comments should be keyed to the specific page, paragraph, and line in the text in which the change is recommended. Provide reasons for each comment to insure understanding and complete evaluation. Comments should be prepared using DA Form 2028 (Recommended Changes to Publication) and forwarded to:

Commandant
US Army Missile and Munitions Center and School
ATTN: ATSK-TD-LS
Redstone Arsenal, AL 35809

**UNLESS OTHERWISE NOTED, THE
WORDS HE, HIM, ETC., REFER TO
BOTH MEN AND WOMEN.**

Chapter 1 INTRODUCTION



YOUR COMMANDER'S MANUAL

PURPOSE

- To provide you, the commander, a brief review of the Enlisted Personnel Management System.
- To explain your responsibilities for the soldier's MOS training and evaluation.
- To explain how you can develop a meaningful unit training program by using this manual, the Soldier's Manuals, the Army Training and Evaluation Program (ARTEP), and available training support materials.

EPMS

ENLISTED PERSONNEL MANAGEMENT SYSTEM

For the first time, enlisted personnel have a complete career development program in the Enlisted Personnel Management System. It will affect the training, evaluation, classification, and promotion of every enlisted soldier in the Army. The system is designed to provide career incentive, progression, and professionalism, while at the same time, providing the right number of qualified people to carry out the Army's missions.

There are five skill levels that correspond to a soldier's progression in grade. A Soldier's Manual has been developed for each of the skill levels identified below and contains those critical tasks that the soldier must be able to perform:

SKILL LEVEL	GRADE
1	E - 1 - E - 4
2	E - 5
3	E - 6
4	E - 7
5	E - 8 - E - 9

Under EPMS, the soldier will be evaluated, then classified, and finally considered for promotion to the next higher grade.

COMMANDER'S MANUAL

The Commander's Manual was designed to assist you in preparing your unit training program. Using an orderly approach, the Army looked at each MOS and skill level. This job analysis was conducted to identify the critical tasks a soldier has to perform.

All soldiers have been issued a Soldier's Manual which outlines the critical tasks they are expected to perform for their MOS and skill level. The Commander's Manual contains a listing of these critical tasks for this MOS. It identifies the tasks to be performed at each skill level and where each type of training occurs.

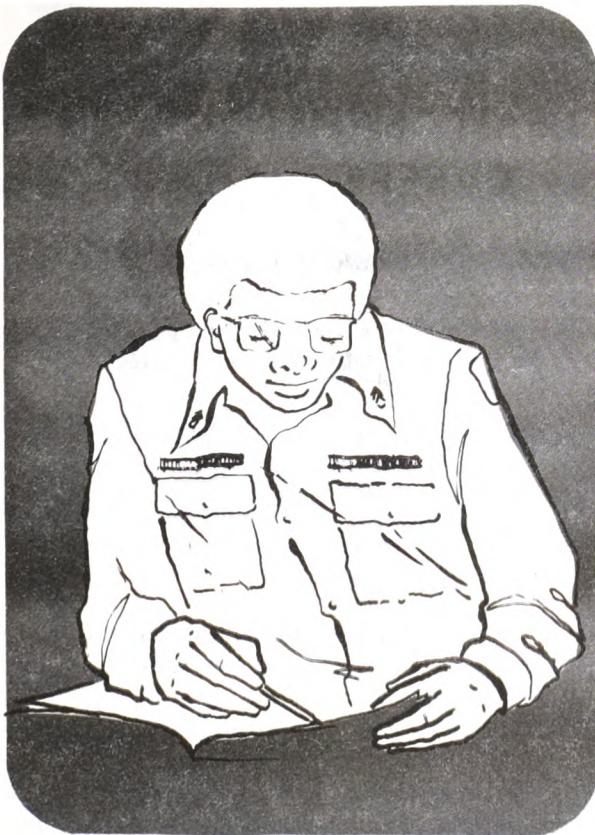
DESCRIPTION OF TASK LIST

The critical common tasks, chapter 2, and critical duty position tasks, chapter 3, are arranged by skill level for this MOS. Within each skill level, the tasks are organized into the same functional categories used in the Soldier's Manual. Each task is followed by a list of training references and the skill level of initial training. This is followed by columns used to indicate where this training should take place. The letter "Q" in a column indicates the location of qualification training for a task. The letter "A" indicates the location of additional training.

TRAINING REFERENCES

The references listed after each task in the Commander's Manual are also in the Soldier's Manual. References are given by publication number only in the Commander's Manual. The Commander's Manual also contains a consolidated list of references, which will assist you in upgrading individual training and improving MOS proficiency. All DA publications, such as FM's, TM's, TC's, TB's, and GTA's, are listed in the DA Pam 310 series and DA Pam 108-1. You can get them through the pinpoint distribution system and from Training and Audiovisual Support Centers. You can order the USAMMCS Catalog of Nonresident Instruction by writing to:

Army Correspondence Course Program
US Army Training Support Center
Newport News, VA 23268



SKILL QUALIFICATION TEST (SQT)

The first SQT a soldier takes is SQT 2. Soldiers are tested once every 2 years for their primary MOS, but only once a career for a secondary MOS.

SQT SCORE. The SQT score is used to verify the soldier's present skill level or to qualify the soldier for award of the next higher skill level.

If the soldier passes the test by the verification score announced, usually 60%, it is proof of proficiency in the MOS at the present skill level. To improve a score to qualify for the next higher skill level, the soldier may take the test again the next year.

If the soldier makes a passing score higher than the qualification score announced, usually 80%, it qualifies the soldier for the next higher skill level and establishes eligibility to compete for promotion to the next higher grade.

If a soldier doesn't make a verification score, the soldier is unqualified at that skill level. The test must be taken again. Another failure, and the soldier becomes subject to reclassification.

SQT PARTS. The SQT is based solely on the tasks contained in the Soldier's Manuals and may consist of the following three parts:

- **WRITTEN COMPONENT.** This part tests soldier's knowledge of those tasks which cannot easily be tested by hands-on method.
- **HANDS-ON COMPONENT.** This part tests soldier's ability to perform selected tasks on an actual piece of equipment or simulated training device.
- **PERFORMANCE CERTIFICATION COMPONENT.** This part consists of critical tasks that are not suited either for the written or hands-on components. Certifiable tasks are so long or complex, they are unsuitable for hands-on testing during the SQT. This certification is performed by you or your designated representative and is based on the soldier's performance.

SQT NOTICE. Soldiers will receive their SQT Notices 60 to 90 days before the SQT. Each notice will identify the tasks from the Soldier's Manuals which have been selected for testing and will describe how each task will be evaluated.

To prepare successfully for the SQT, your soldiers will need the Soldier's Manual for their present skill level plus the manual for the next higher skill level.

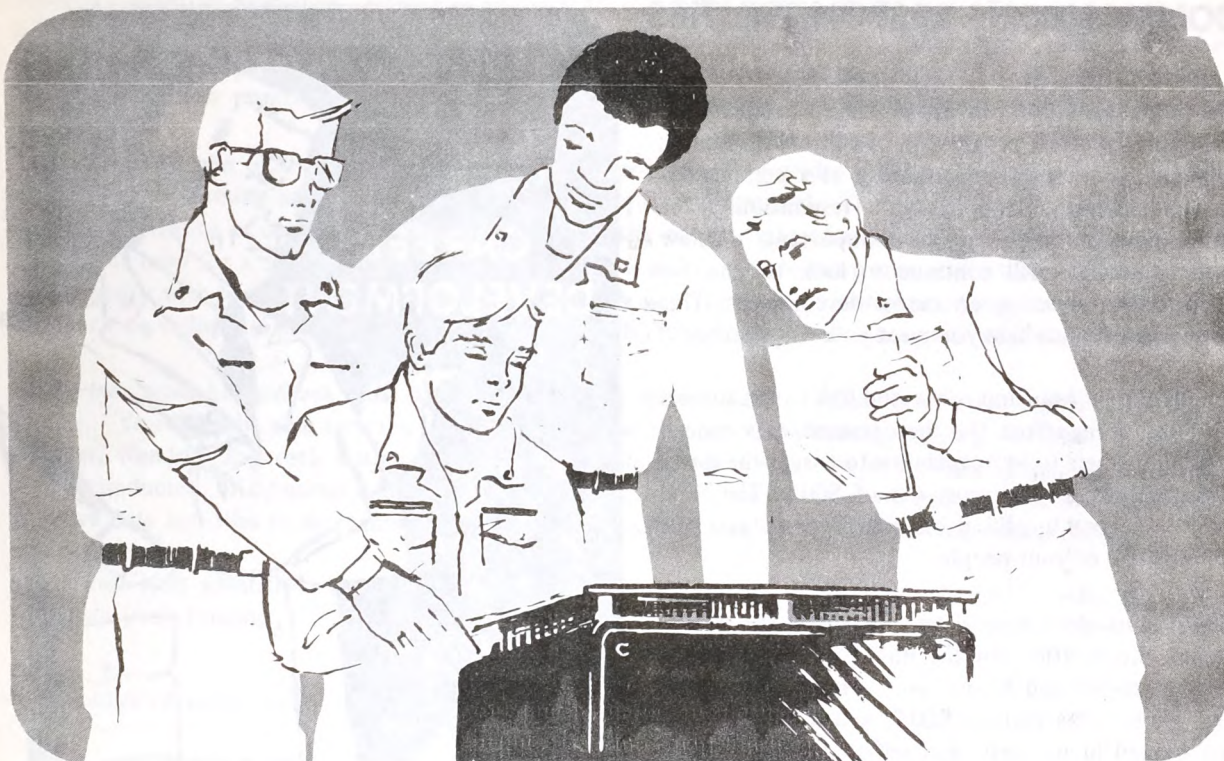
NONCOMMISSIONED OFFICER EDUCATION SYSTEM (NCOES)

Another part of the EPMS which is vitally important to the career development of the enlisted soldier is the Noncommissioned Officer Education System (NCOES) which consists of several professional courses.

The Primary Leadership Course (PLC) is conducted at installation level. It is designed for the soldier who has been selected by you as having potential to become an NCO. The PLC develops those training and leadership skills needed by an NCO. You should ensure that your best soldiers are given the opportunity to attend this course. It will enhance the soldier's advancement potential and provide better-trained leaders for your unit.

The Advanced NCO Course (ANCOC), conducted at the U.S. Army Missile and Munitions Center and School (USAMMCS), is designed to train selected E-6's as maintenance team leaders. Students are selected by Department of the Army on a competitive basis.

The Senior NCO Course (SNCOC) will prepare E-7's and E-8's for duty in those grades. Senior courses include the Sergeants Major Academy (E-8's only), an operations and intelligence extension training program, and a unit administration course for first sergeants.



TRAINING PROGRAM

The task list indicates that school training occurs during Basic Combat Training (BCT), Advanced Individual Training (AIT), at PLC, ANCOC, and SNCOC. Your soldiers will also be trained thru Supervised On-the-Job Training (SOJT) or self-study.

As a commander, you ensure that each soldier assigned to your organization is fully trained and qualified by MOS. You must also verify, after an appropriate amount of time, that the soldiers are proficient in their assigned duties. When you develop your unit individual training program, you should concentrate on the tasks marked in the SOJT column of the task list. Once you determine the tasks you want to teach, the Soldier's Manual will give you the conditions and standards necessary to conduct meaningful performance-oriented training.

Design your training program to correct areas that have been determined through performance evaluation as needing improvement. Additional feedback may be obtained from the SQT unit profile summary sheet, which will indicate the number and percentage of soldiers failing each task. Continuing evaluation will provide a solid foundation for the individual training program (ITP).

By integrating training on the individual tasks with the collective tasks in the ARTEP, you will have a good start toward a comprehensively trained combat-ready unit.

COMMANDER'S RESPONSIBILITIES

The implementation of EPMS makes a significant change in the career progression of enlisted personnel; however, your basic responsibility as a commander has not changed. Although your responsibility for training soldiers has always been important, it is now critical. Soldiers will continue to look to you for advice and counseling on career development. This manual is a tool to help you meet your responsibility.

The NCO's in your unit are a vital link to the success of your training effort. Use these trained, experienced soldiers to their fullest capability to ensure the lower grade soldiers get the most out of SOJT. The NCO will be the best qualified individual to evaluate the performance of your people.

The Commander's Manual task list shows the responsibility and location for the initial training for each task. As mentioned before, your responsibility deals with those tasks marked SOJT, which are initiated and trained in the unit, and self-study tasks, which soldiers complete on their own. Of equal importance, however, is the need to reinforce knowledge or skills taught previously at other skill levels or locations. These tasks must not be neglected in your training program; they should either be retained periodically as separate tasks or taught as integral parts of higher skill level tasks.

You must train your soldiers to perform at their present skill level and prepare them to qualify for the next higher skill level.

CAREER DEVELOPMENT



UNIT TRAINING PROGRAM

Effective unit training is based on the mission requirements and the level of proficiency of the unit. Training should be designed to correct areas that have been identified through performance evaluation as being deficient. Training also prepares your unit for ARTEP evaluation.

Training deficiencies will be identified by feedback from the SQT and the ARTEP. These sources will be supplemented by your own evaluation and that of subordinate leaders and key NCO's. For Skill Level 1 and 2 soldiers, the Job Book is a valuable source for revealing training deficiencies.

Approximately 30 days after completion of the SQT, you will receive an SQT unit profile summary sheet that will indicate the number and percentage of soldiers passing or failing the test. Additionally, soldiers will receive notices of individual test results to include identification of any task that they failed. You get a second copy of each soldier's test results to evaluate the strengths and weaknesses of individual skills throughout your unit.

The ARTEP is one of the best tools for training your unit. It provides missions which your unit should be capable of performing at squad, platoon, company, and battalion level. These missions are presented in three levels of difficulty or collective proficiency, based on the critical tasks of each mission. Level 1 is the minimum acceptable level for a combat-ready TOE unit. Levels 2 and 3 indicate minimum performance of a lesser degree of difficulty with level 3 being a realistically acceptable goal for a reserve component unit. As the SQT provides feedback on individual proficiency or deficiency, the ARTEP provides feedback on unit proficiency or deficiency.

These two types of feedback must be supplemented by your constant evaluation of your unit's level of performance. You must be able to track your unit's progress through the necessary training that leads to success in combat. Random diagnostic testing is the preferred method to determine the level of proficiency and the training to be conducted. Additional sources of information on the current state of training include the use of administrative data and files to determine turnover, institutional training background, and experience levels.

Once you have identified areas that need additional emphasis, use the Soldier's Manual and the ARTEP to structure your training.

The Soldier's Manuals tells you and the soldier:



The ARTEP prescribes the collective tasks that must be performed by the unit in combat under what conditions, and to what standards. The association between the individual tasks of the Soldier's Manuals and the collective tasks of the ARTEP is a simple but critical relationship. The collective tasks of the ARTEP are composed of the individual tasks identified in the Soldier's Manuals. The ability of your unit to perform collective missions is based on each soldier's mastery of individual tasks.

Your evaluation of the individual soldier's ability to perform the tasks in Soldier's Manuals and the unit's ability to perform its ARTEP missions, combined with the SQT feedback, provide a solid foundation upon which to build a meaningful training program.

Service schools, installation schools, Primary Leadership Course (PLC), Training Extension Course (TEC) lessons, and nonresident correspondence courses may also be used to train and upgrade the effectiveness of your personnel.

TRAINING SUPPORT

When planning training, you must not rely solely on your own knowledge of the subject ; you should review reference materials to ensure that you use the latest information.

TEC lessons are a series of service school produced lessons designed to provide commanders with additional capability to upgrade individual training and MOS proficiency in their units. These lessons are presented in one or more of the following formats: audio-visual, audio only, or printed materials. Each unit is authorized certain TEC lessons as listed in TC 21-5-4, Catalog of Training Extension Course Lessons. TC 21-5-3, TEC Management Instructions, explains the basis of TEC equipment issue.

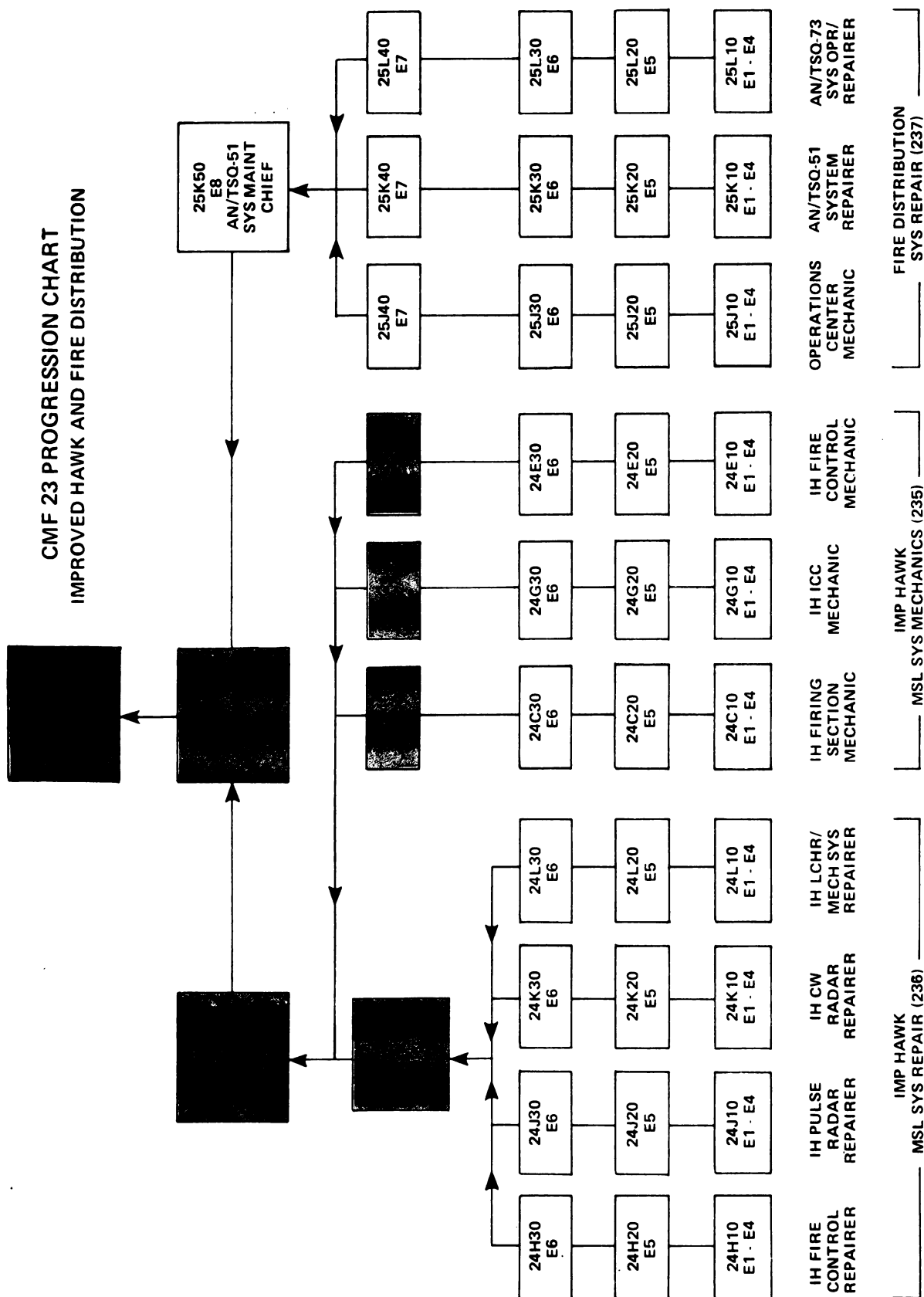
Good training aids are a valuable asset to your training program because they add validity and realism to the instruction and allow your trainers to get the point across with more impact. If used properly, they can simplify preparation of instruction. Appendix A of FM 21-5, How to Prepare and Conduct Military Training, provides a listing of all Training and Audiovisual Support Centers.

Prime considerations for training are the time, training areas, and assets available to do the job. Training away from post has much appeal, but if time, facilities, or funds limit or prohibit use of major training areas, then the requirement will be to conduct more local training. Imaginative trainers and maximum use of available training aids and devices can make the most of available assets.

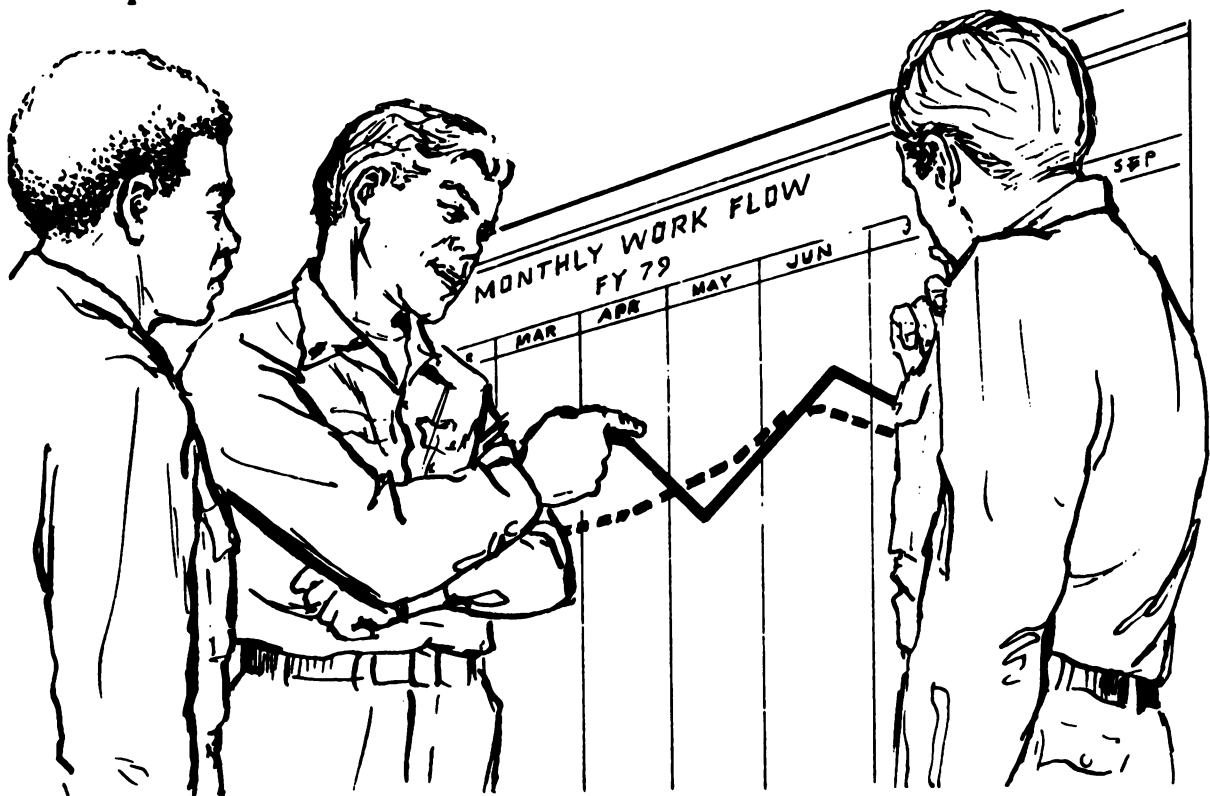
As the unit commander, you have many valuable tools to help you improve your unit's performance. By integrating training on the individual tasks contained in the Soldier's Manuals with the collective tasks contained in the ARTEP, you have a good start on a comprehensive training plan.

Basic Combat Training	
Advanced Individual Training	
Primary Training	
Primary Leadership	
Advanced Noncommissioned Officer	
Senior Noncommissioned Officer	
Supervisor On-the-Job Training	
Unit Training	
Q	Qualification Training
A	Additional Training

CMF 23 PROGRESSION CHART IMPROVED HAWK AND FIRE DISTRIBUTION



Chapter 2 COMMON TASKS



COMMON TASKS

<u>TASK NUMBER</u>	<u>TITLE</u>	<u>PAGE</u>
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TASKS FOR SKILL LEVEL 4

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091-503-4002	Employ the M-8 Automatic Chemical Agent Alarm System..	2-5
091-503-4003	Supervise Use of Unit Radiac Equipment.....	2-5
091-503-4004	Prepare and Submit NBC-4 Report.....	2-5

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093-396-4001	Plan Section/Platoon Defense Measures.....	2-5
093-396-4007	Direct Personnel in Preparation for Unit Movement.....	2-5
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PERFORMING NCO DUTIES

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093-425-4031	Recommend Actions Concerning a Breach of Military Discipline.....	2-7
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093-425-4045	Monitor Production Control.....	2-8
093-425-4046	Prepare DA Form 3266, Missile and Rocket Equipment Report.....	2-8
093-425-4047	Plan and Make Liaison Visits to Supported Units.....	2-8
093-425-4048	Direct Maintenance Shop Supply Activities.....	2-8
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093-425-4052	Monitor Support Maintenance on the Improved Information and Coordination Central (ICC) AN/MSQ-95..	2-9
093-425-4053	Monitor Support Maintenance on the Improved Pulse Acquisition Radar (IPAR) AN/MPQ-50.....	2-10
093-425-4054	Monitor Support Maintenance on the Improved Range Only Radar (IROR) AN/MPQ-51.....	2-10
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093-425-4057	Monitor Support Maintenance on the Improved Launcher (ILCHR) M-192.....	2-11
093-425-4058	Monitor Support Maintenance on the Improved Simulator Station (ISS) AN/TPQ-29.....	2-11
093-425-4059	Monitor Maintenance on the Support Maintenance Test Equipment (SMTE).....	2-12

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PERFORMING FUNCTIONAL FILES MANAGEMENT

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<u>TASK NUMBER</u>	<u>TITLE</u>	<u>PAGE</u>
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093-425-5013	Prepare/Review Personnel Actions Form (DA Form 4187).....	2-15
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093-425-5058	Monitor Preparation for Inspections.....	2-16
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TASK NUMBER	TITLE	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING							
				INSTITUTION						UNIT	
				BCT	AIT	PTC	PLC	ANCOG	SNCOG	SGMA	SOJT
				SELF STUDY	SCD TNG						
CHAPTER 2 COMMON TASKS											
TASKS FOR SKILL LEVEL 4											
PERFORMING NBC DUTIES											
091-503 -4001	Supervise Unit Decontamination of Equipment	FM 21-40 TM 3-220	4					Q			A
091-503 -4002	Employ the M-8 Automatic Chemical Agent Alarm System	FM 21-40 TM 3-6665-225-12	4					Q			A
091-503 -4003	Supervise Use of Unit Radiac Equipment	FM 21-40	4					Q			A
091-503 -4004	Prepare and Submit NBC-4 Report	FM 21-40	4					Q			A
PERFORMING TACTICS AND ADMINISTRATIVE DUTIES											
121-030 -1502	Maintain Accountability of Personnel (Status Report, Casualty Report)	AR 600-10	4					Q			A
093-396 -4001	Plan Section/Platoon Defense Measures	FM 9-59 FM 29-23 ASUBJSCD 29-6	4					Q			A
093-396 -4007	Direct Personnel in Preparation for Unit Movement	FM 9-59 FM 25-2 (Test)	4					Q			A
093-396 -4017	Prepare Military Correspondence	AR 340-15	4					Q			A

TASK NUMBER	TITLE	TRAINING MATERIALS	INITIAL TRAINING LEVEL	BCT	AIT	PTC	PLC	ANCO	SNCO	SGMA	SOUT	SELF STUDY	SCD TNG
CHAPTER 2													
SKILL LEVEL 4													
PERFORMING LEADERSHIP DUTIES													
121-030 -3501	Prepare the Indorser's Section of an Enlisted Evaluation Report (EER)	DA Pam 623-1	4					Q				A	
121-030 -4501	Prepare the Rater's Section of a Senior Enlisted Evaluation Report (SEER)	DA Pam 623-1	4					Q				A	
PERFORMING NCO DUTIES													
093-425 -4029	Direct Maintenance Section Personnel in Preparation for Inspections	AR 20-1 AR 220-1 AR 750-1 DA Pam 750-1 FM 9-59 FM 25-2 (Test) TM 38-750 Spot Check Inspections (Applicable Publications) Miscellaneous Inspections (Applicable Publications) Applicable Equipment Publications	4					Q				A	

TASK NUMBER	TITLE	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING									
				INSTITUTION							UNIT		
				BCT	AIT	PTC	PLC	ANCOC	SNCO	SGMA	SOJT	SELF STUDY	SCD TNG
CHAPTER 2													
SKILL LEVEL 4													
093-425 -4030	Perform as Hand Receipt Holder	AR 710-2 FM 9-59	4					Q				A	
093-425 -4031	Recommend Actions Concerning a Breach of Military Discipline	AR 27-10 DA Pam 27-14 FM 22-100 MCM, 1969 (Rev.)	4					Q				A	
093-425 -4032	Process Accident Reports	AR 385-40 FM 21-305	4					Q				A	
093-425 -4033	Prepare Requisitions for DA Publications	AR 310-1 AR 310-2 DA Pam 310-10	4					Q				A	
PERFORMING MAINTENANCE MANAGEMENT DUTIES													
093-425 -4041	Coordinate Issue and Evacuation of Float Equipment	AR 710-2 AR 750-1 FM 9-59 FM 29-23 TM 38-750	4					Q				A	
093-425 -4042	Direct a Supervised On-The-Job Training (SOJT) Program	FM 9-59 FM 21-6	4					Q				A	
093-425 -4043	Provide Data for Preparation of the Materiel Readiness Report	TM 38-750	4					Q				A	

NUMBER	TITLE	TRAINING MATERIALS	INITIAL TRAINING LEVEL	BCT	AIT	PTC	PLC	ANCOG	SNCOG	SGMA	SOJT	SELF STUDY	SCD TNG
CHAPTER 2													
SKILL LEVEL 4													
093-425-4045	Monitor Production Control	AR 710-2 FM 9-59 FM 29-23 TM 38-750	4					Q				A	
093-425-4046	Prepare DA Form 3266, Missile and Rocket Equipment Report	(C)AR 750-40 TM 38-750	4					Q				A	
093-425-4047	Plan and Make Liaison Visits to Supported Units	FM 9-59 FM 29-23	4					Q				A	
093-425-4048	Direct Maintenance Shop Supply Activities	AR 710-2 FM 9-59 FM 29-23	4					Q				A	
093-425-4049	Monitor Organizational Maintenance on the Operational Readiness Float (ORF) Equipment	AR 750-1 DA Pam 750-1 FM 9-59 FM 29-2 FM 29-23 TM 38-750	4					Q				A	

TASK NUMBER	TITLE	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING							
				BCT	AIT	PTC	PLC	ANCOC	SNOC	SGMA	SOJT
CHAPTER 2											
SKILL LEVEL 4											
093-425 -4050	Monitor Support Maintenance on the Improved Battery Control Central (IBCC) AN/TSW-8	FM 9-59 FM 25-2 (Test) FM 29-23 TM 38-750 TM 750-245-4	4					Q			A
093-425 -4051	Monitor Support Maintenance on the Improved Platoon Command Post (IPCP) AN/MSW-11	FM 9-59 FM 25-2 (Test) FM 29-23 TM 38-750 TM 750-245-4	4					Q			A
093-425 -4052	Monitor Support Maintenance on the Improved Information and Coordination Central (ICC) AN/MSQ-95	FM 9-59 FM 25-2 (Test) FM 29-23 TM 38-750 TM 750-245-4	4					Q			A

TASK NUMBER	TITLE	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING							
				BCT	AIT	PTC	PLC	ANCOG	SNCOG	SGMA	UNIT
CHAPTER 2											
SKILL LEVEL 4											
093-425 -4053	Monitor Support Maintenance on the Improved Pulse Acquisition Radar (IPAR) AN/MPQ-50	FM 9-59 FM 25-2 (Test) FM 29-23 TM 38-750 TM 750-245-4	4				Q				A
093-425 -4054	Monitor Support Maintenance on the Improved Range Only Radar (IROR) AN/MPQ-51	FM 9-59 FM 25-2 (Test) FM 29-23 TM 38-750 TM 750-245-4	4				Q				A
093-425 -4055	Monitor Support Maintenance on the Improved Continuous Wave Acquisition Radar (ICWAR) AN/MPQ-48	FM 9-59 FM 25-2 (Test) FM 29-23 TM 38-750 TM 750-245-4	4				Q				A

TASK NUMBER	TITLE	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING									
				INSTITUTION							UNIT		
				BCT	AIT	PTC	PLC	ANCOG	SNCOG	SGMA	SOJT	SELF STUDY	SCD TNNG
CHAPTER													
SKILL LEVEL 4													
093-425 -4056	Monitor Support Maintenance on the Improved High Powered Illuminator Radar (IHIPIR) AN/MPQ-46	FM 9-59 FM 25-2 (Test) FM 29-23 TM 38-750 TM 750-245-4	4					Q					A
093-425 -4057	Monitor Support Maintenance on the Improved Launcher (ILCHR) M-192	FM 9-59 FM 25-2 (Test) FM 29-23 TM 38-750 TM 750-245-4	4					Q					A
093-425 -4058	Monitor Support Maintenance on the Improved Simulator Station (ISS) AN/TPQ-29	FM 9-59 FM 25-2 (Test) FM 29-23 TM 38-750 TM 750-245-4	4					Q					A

TASK NUMBER	TITLE	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING											
				BCT	AIT	PTC	PLC	ANCOG	SNCOC	SGMA	SOJT	UNIT			
CHAPTER 2															
SKILL LEVEL 4															
093-425	Monitor Maintenance on the Support	FM 9-59	4												
-4059	Maintenance Test Equipment (SMTE)	FM 29-23										A			
		TM 9-4935-540-14-1													
		TM 38-750													
		TB 43-180													

TASK NUMBER	TITLE	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING									
				INSTITUTION						UNIT			
				BCT	AIT	PTC	PLC	ANCOG	SNCOG	SGMA	SOJT	SELF STUDY	SCD TNG
CHAPTER 2 COMMON TASKS													
TASKS FOR SKILL LEVEL 5													
PERFORMING PUBLICATIONS MANAGEMENT													
093-425 -5001	Review Reference Library	AR 310-1 DA Pam 310-10 DA Pam 310-13	5									Q A	
093-425 -5002	Establish/Review Pinpoint Publications Accounts	DA Pam 310-10	5									Q A	
PERFORMING FUNCTIONAL FILES MANAGEMENT													
093-425 -5003	Assign the Army Functional File System (TAFFS) Numbers to Correspondence	AR 340-2 AR 340-18-1 AR 340-18-2 AR 340-18-3 AR 340-18-4 AR 340-18-5	5									Q A	
093-425 -5004	Review Functional Files	AR 340-2 AR 340-18-1	5									Q A	
093-425 -5005	Dispose of Files	AR 340-1 AR 340-2	5									Q A	

TASK NUMBER	TITLE	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING							
				BCT	AIT	PTC	PLC	ANCOC	SNCOC	SGMA	UNIT
CHAPTER 2											
SKILL LEVEL 5											
	PERFORMING SUPPLY MANAGEMENT										
093-4256 -5006	Review Statement of Charges (DD Form 362)	AR 735-11	5								SELF STUDY
093-425 -5007	Determine the Procedures to Relieve the Soldier from Pecuniary Liability	AR 15-6 AR 37-104-3 AR 735-5 AR 735-11	5								Q A
	PERFORMING PERSONNEL ACCOUNTING ACTIONS										
093-425 -5008	Review Unit Manning Report	DA Pam 600-8-1	5								Q A
093-425 -5009	Review Mark Sense Forms	DA Pam 600-8-1	5								Q A
093-425 -5010	Review Personnel Qualification Record, Part 1 (DA Form 2)	DA Pam 600-8-1	5								Q A
	PERFORMING PERSONNEL MANAGEMENT ACTIONS										
093-425 -5011	Review Request and Authority for Leave Form (DA Form 31)	AR 630-5	5								Q A

TASK NUMBER	TITLE	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING									
				INSTITUTION							UNIT		
				BCT	AIT	PTC	PLC	ANCOC	SNCOC	SGMA	SQJT	SELF STUDY	SCD TNG
CHAPTER 2													
SKILL LEVEL 5													
093-425 -5012	Review Enlisted (E3 through E6) Promotion Recommendation/Procedures	AR 600-200 DA Pam 600-8	5									Q A	
093-425 -5013	Prepare/Review Personnel Actions Form (DA Form 4187)	AR 680-1 DA Pam 600-8	5									Q A	
PERFORMING MAINTENANCE MANAGEMENT													
093-425 -5052	Monitor Maintenance of Unit Equipment	DA Pam 750-1-3 FM 9-59 FM 25-2 (Test) TM 38-750	5									Q A	
093-425 -5055	Monitor Issue and Evacuation of Equipment	AR 710-2 FM 9-59 FM 29-23 TM 38-750 TM 750-245-4	5									Q A	

SKILL LEVEL 5

PERFORMING TRAINING MANAGEMENT

093-425 Monitor Supervised On-the-Job
-5056 Training (SOJT) Program

FM 9-59
FM 21-6

5

Q
A

PERFORMING SHOP MANAGEMENT DUTIES

093-425 Monitor Shop Safety
-5057

FM 9-59

5

Q
A

093-425 Monitor Preparation for
-5058 Inspections

FM 9-59
FM 25-2 (Test)

5

Q
A

093-425 Monitor Preparation for Unit
-5059 Movement

FM 9-59
FM 25-2 (Test)

5

Q
A

Chapter 3 DUTY POSITION TASKS



DUTY POSITION TASKS

<u>TASK NUMBER</u>	<u>TITLE</u>	<u>PAGE</u>
TASKS FOR SKILL LEVEL 5 – FIRST SERGEANT		
<u>PERFORMING CORRESPONDENCE MANAGEMENT</u>		
093-425-5020	Request Orders.....	3-4
<u>PERFORMING MILITARY JUSTICE ACTIONS</u>		
093-425-5021	Protect the Rights of an Accused or Suspected Individual.....	3-4
093-425-5022	Supervise Preparation of Sworn/Unsworn Statements.....	3-4
093-425-5023	Supervise Preparation of a Courts-Martial Charge Sheet (DD Form 458).....	3-4
093-425-5024	Supervise Preparation of Record of Proceedings Under Article 15, UCMJ (DA Form 2627).....	3-4
093-425-5025	Supervise Preparation of Summary of Nonjudicial Punishment Administrated Form (DA Form 3743-R).....	3-4
093-425-5026	Prepare Report for Suspension of Favorable Personnel Action (DA Form 268).....	3-5
093-425-5027	Prepare Bar to Reenlistment.....	3-5
093-425-5028	Initiate Administrative Actions on an AWOL Soldier....	3-5
093-425-5029	Prepare Dropped From the Rolls (DFR) Administrative Action.....	3-5
093-425-5030	Review Application for Hardship/Dependency Discharge.....	3-6
093-425-5031	Prepare Recommendation for Discharge for Misconduct/Unsuitability.....	3-6
<u>PERFORMING MESS MANAGEMENT DUTIES</u>		
093-425-5032	Maintain Meal Card Register.....	3-6
<u>PERFORMING SUPPLY MANAGEMENT DUTIES</u>		
093-425-5033	Review Cash Collection Voucher (DD Form 1131).....	3-6
093-425-5034	Review Inventory Adjustment Report (IAR) (DA Form 444).....	3-6
093-425-5035	Conduct Inventory of Absentee's Personal Effects and Military Equipment.....	3-6

<u>TASK NUMBER</u>	<u>TITLE</u>	<u>PAGE</u>
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TASK LIST FOR SKILL LEVEL 5

PERFORMING SOLDIER'S FINANCE ACTIONS

093-425-5036	Review Pay Inquiry (DA Form 2142), JUMPS-Army Allotment Authorization (DA Form 1341), and JUMPS-Army Pay Election (DA Form 3685).....	3-6
--------------	---	-----

PERFORMING PERSONNEL ACCOUNTING ACTIONS

093-425-5037	Review Unit Transmittal Letter (UTL).....	3-7
093-425-5038	Assist Commander in the Conduct of a Personnel Asset Inventory (PAI).....	3-7
093-425-5039	Review Personnel Strength Zero Balance Report, Part I and II.....	3-7
093-425-5040	Review Personnel Data - SIDPERS: Short Title: PDC-SIDPERS (DA Form 2475-2).....	3-7
093-425-5041	Review SIDPERS Input and Control Data-Authentication and Transmittal (DA Form 3815) (Batch Control Form)...	3-7
093-425-5042	Prepare/Transmit Personnel Accounting Input Data for SIDPERS.....	3-7
093-425-5043	Review SIDPERS Output Data.....	3-7

PERFORMING SECURITY MANAGEMENT

093-425-5044	Prepare a National Agency Check Request.....	3-8
093-425-5046	Inspect Small Arms and Small Arms Ammunition Storage Facilities.....	3-8

PERFORMING PERSONNEL MANAGEMENT ACTIONS

093-425-5047	Prepare Leave Control Log Form (DA Form 4179-R).....	3-8
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TASKS FOR SKILL LEVEL 5 – MAINTENANCE CHIEFPERFORMING MAINTENANCE MANAGEMENT

093-425-5060	Monitor Shop Operations.....	3-8
093-425-5061	Review Missile and Rocket Equipment Report (DA Form 3266).....	3-8

TASK NUMBER	TITLE	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING									
				INSTITUTION							UNIT		
				BCT	AIT	PTC	PLC	ANCO	SNCO	SGMA	SOJT	SELF STUDY	SCD TNG
CHAPTER 3 DUTY POSITION TASKS													
TASKS FOR SKILL LEVEL 5 - FIRST SERGEANT													
PERFORMING CORRESPONDENCE MANAGEMENT													
093-425 -5020	Request Orders	AR 310-10	5									Q A	
PERFORMING MILITARY JUSTICE ACTIONS													
093-425 -5021	Protect the Rights of an Accused or Suspected Individual	FM 27-1 MCM, 1969, (Rev.)	5									Q A	
093-425 -5022	Supervise Preparation of Sworn/Unsworn Statements	FM 27-1 MCM, 1969, (Rev.)	5									Q A	
093-425 -5023	Supervise Preparation of a Courts-Martial Charge Sheet (DD Form 458)	FM 27-1 MCM, 1969, (Rev.)	5									Q A	
093-425 -5024	Supervise Preparation of Record of Proceedings Under Article 15, UCMJ (DA Form 2627)	AR 270-10 DA Pam 27-14 FM 27-1 TEC Lesson: 909-071-0045-F MCM, 1969, (Rev.)	5									Q A	
093-425 -5025	Supervise Preparation of Summary of Nonjudicial Punishment Administered Form (DA Form 3743-R)	FM 27-1	5									Q A	

TASK NUMBER	TITLE	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING							
				BCT	AIT	PTC	PLC	ANCOG	SNCOG	SGMA	UNIT
CHAPTER 3											
SKILL LEVEL 5											
093-425 -5026	Prepare Report for Suspension of Favorable Personnel Action (DA Form 268)	AR 600-31	5								Q A
093-425 -5027	Prepare Bar to Reenlistment	AR 601-280	5								Q A
093-425 -5028	Initiate Administrative Actions on an AWOL Soldier	AR 340-15 AR 600-31 AR 630-10 AR 680-1 AR 700-84 DA Pam 600-8 DA Pam 600-8-1	5								Q A
093-425 -5029	Prepare Dropped From the Rolls (DFR) Administrative Action	AR 27-1 AR 27-10 AR 40-121 AR 190-9 AR 340-15 AR 600-31 AR 604-5 AR 630-10 AR 700-84 DA Pam 600-8 DA Pam 600-8-1 MCM, 1969, (Rev.)	5								Q A

TASK NUMBER	TITLE	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING							
				BCT	AIT	PTC	PLC	ANCO	SNCO	SGMA	UNIT
CHAPTER 3											SELF STUDY
											SCD TNG
SKILL LEVEL 5											
093-425 -5030	Review Application for Hardship/ Dependency Discharge	AR 635-200	5								Q A
093-425 -5031	Prepare Recommendation for Discharge for Misconduct/Unsuitability	AR 15-6 AR 600-31 AR 600-50 AR 600-85 AR 604-5	5								Q A
	PERFORMING MESS MANAGEMENT DUTIES										
093-425 -5032	Maintain Meal Card Register	AR 30-1	5								Q A
	PERFORMING SUPPLY MANAGEMENT DUTIES										
093-425 -5033	Review Cash Collection Voucher (DD Form 1131)	AR 735-11	5								Q A
093-425 -5034	Review Inventory Adjustment Report (IAR) (DA Form 444)	AR 735-11	5								Q A
093-425 -5035	Conduct Inventory of Absentee's Personal Effects and Military Equipment	AR 630-10 AR 700-84 AR 710-2	5								Q A

TASK NUMBER	TITLE	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING									
				INSTITUTION						UNIT			
				BCT	AIT	PTC	PLC	ANCOC	SNCOC	SGMA	SOJT	SELF STUDY	SCD TNG
CHAPTER 3													
SKILL LEVEL 5													
PERFORMING SOLDIER'S FINANCE ACTIONS													
093-425 -5036	Review Pay Inquiry (DA Form 2142), JUMPS-Army Allotment Authorization (DA Form 1341), and JUMPS-Army Pay Election (DA Form 3685)	AR 37-101-1 AR 37-104-3	5									Q A	
PERFORMING PERSONNEL ACCOUNTING ACTIONS													
093-425 -5037	Review Unit Transmittal Letter (UTL)	DA Pam 600-8	5									Q A	
093-425 -5038	Assist Commander in the Conduct of a Personnel Asset Inventory (PAI)	AR 680-31	5									Q A	
093-425 -5039	Review Personnel Strength Zero Balance Report, Part I and II	DA Pam 600-8-1	5									Q A	
093-425 -5040	Review Personnel Data - SIDPERS: Short Title: PDC-SIDPERS (DA Form 2475-2)	DA Pam 600-8-1	5									Q A	
093-425 -5041	Review SIDPERS Input and Control Data-Authentication and Transmittal (DA Form 3815) (Batch Control Form)	DA Pam 600-8-1	5									Q A	
093-425 -5042	Prepare/Transmit Personnel Accounting Input Data for SIDPERS	DA Pam 600-8-1	5									Q A	

TASK NUMBER	TITLE	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING							
				INSTITUTION						UNIT	
				BCT	AIT	PTC	PLC	ANCO	SNCO	SGMA	SOJT
CHAPTER 3											
SKILL LEVEL 5											
093-425 -5043	Review SIDPERS Output Data	AR 600-200	5								Q A
PERFORMING SECURITY MANAGEMENT											
093-425 -5044	Prepare a National Agency Check Request	AR 604-5	5								Q A
093-425 -5046	Inspect Small Arms and Small Arms Ammunition Storage Facilities	AR 190-11 AR 190-13 FM 19-30	5								Q A
PERFORMING PERSONNEL MANAGEMENT ACTIONS											
093-425 -5047	Prepare Leave Control Log Form (DA Form 4179-R)	AR 630-5	5								Q A
TASKS FOR SKILL LEVEL 5 - MAINTENANCE CHIEF											
PERFORMING MAINTENANCE MANAGEMENT											
093-425 -5060	Monitor Shop Operations	FM 9-59 Applicable Equipment Publications	5								A
093-425 -5061	Review Missile and Rocket Equipment Report (DA Form 3266)	(C)AR 750-40 TM 38-750	5								A

APPENDIX A

CONSOLIDATED LIST OF REFERENCES

All references containing information on the subjects listed in this Soldier's Manual may not be listed here. New material is constantly being published and present references may become obsolete. See the DA Pam 310 series and instructional material catalogs to keep up-to-date.

ARMY REGULATIONS (AR)

AR 15-6	Procedure for Investigating Officers and Boards of Officers Conducting Investigations
AR 20-1	Inspector General Activities and Procedures
AR 27-1	Judge Advocate Legal Service
AR 27-10	Military Justice
AR 30-1	The Army Food Service Program
AR 37-101-1	Field Organization and Operating Instructions Under the Joint Uniform Military Pay System - Army (JUMPS-Army)
AR 37-104-3	Military Pay and Allowances Procedures Joint Uniform Military Pay System (JUMPS-Army)
AR 40-121	Uniformed Services Health Benefit Program
AR 190-9	Military Absentee and Deserter Apprehension Program
AR 190-11	Physical Security of Weapons, Ammunition, and Explosives
AR 190-13	The Army Physical Security Program
AR 220-1	Unit Readiness Reporting (RCS JCS 6-11-2-1-6)
AR 310-1	Publications, Blank Forms, and Printing Managements
AR 310-2	Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications
AR 310-10	Military Orders

ARMY REGULATIONS (AR)

AR 340-1	Records Management Program
AR 340-2	Maintenance and Disposition of Records in TOE Units of the Active Army and the Army Reserve
AR 340-15	Preparing Correspondence
AR 340-18-1	The Army Functional File System-General Provisions
AR 340-18-2	Maintenance and Disposition of Planning, Programing, Management, Historical and Combat Development Functional Files
AR 340-18-3	Maintenance and Disposition of Finance and Fiscal Functional Files
AR 340-18-4	Maintenance and Disposition of Legal and Information Functional Files
AR 340-18-5	Maintenance and Disposition of Intelligence, Security, Military Police, and Mapping Functional Files
AR 385-40	Accident Reporting and Records
AR 600-10	Casualty Reporting System
AR 600-31	Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings
AR 600-50	Standards of Conduct for Department of Army Personnel
AR 600-85	Alcoholic and Drug Abuse Prevention and Control Program
AR 600-200	Enlisted Personnel Management System
AR 601-280	Army Reenlistment Program
AR 604-5	Clearance of Personnel for Access to Classified Defense Information and Material
AR 630-5	Leave, Passes, Administrative Absence, and Public Holidays

ARMY REGULATIONS (AR)

AR 630-10	Absent Without Leave and Desertion
AR 635-200	Enlisted Personnel
AR 680-1	Morning Report, Reports Control Symbol AG 140-R5
AR 680-31	Military Personnel Asset Inventory and Strength Reconciliation
AR 700-84	Issue and Sale of Personal Clothing
AR 710-2	Materiel Management for Using Units, Support Units and Installations
AR 735-5	General Principles, Policies, and Basis Procedures
AR 735-11	Accounting for Lost, Damaged, and Destroyed Property
(C)AR 750-40	Missile and Rocket Equipment Report (RCS AMC-139) (U)

DA PAMPHLETS (DA Pam)

DA Pam 27-14	Legal Guide for the Soldier
DA Pam 310-10	Guide for Publications Supply Personnel
DA Pam 310-13	Posting and Filing Publications
DA Pam 600-8	Military Personnel Office Management and Administrative Procedures
DA Pam 600-8-1	Volume 1, SIDPERS User Manual
DA Pam 623-1	Preparation of Enlisted Evaluation Reports
DA Pam 750-1	Commander's Guide of Preventive Maintenance Indicators

FIELD MANUALS (FM)

FM 9-59	Missile Support Unit Operations
FM 19-30	Physical Security

FIELD MANUALS (FM)

FM 21-6	How to Prepare and Conduct Military Training
FM 21-40	Chemical, Biological, Radiological, and Nuclear Defense
FM 21-305	Manual for the Wheeled Vehicle Driver (AFM 77-2)
FM 22-100	Military Leadership
FM 25-2 (Test)	Unit Commander's Guide
FM 27-1	Legal Guide for Commanders
FM 29-2	Organizational Maintenance Operations
FM 29-23	Direct Support Maintenance Operations (Nondivisional)

ARMY SUBJECT SCHEDULE (ASUBJSCD)

29-6	Small Unit Defense
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TECHNICAL MANUALS (TM)

TM 3-220	Chemical, Biological, and Radiological (CBR) Decontamination
TM 3-6665-225-12	Operator's and Organizational Maintenance Manual: Alarm, Chemical Agent, Automatic: Portable Manpack M8
TM 9-4935-540-14-1	Operator, Organizational, DS and GS Maintenance Manual: Guided Missile Remote Control System Shop Equipment AN/TSM-104 (XO-1), AN/TSM-105 (XO-1), AN/TSM-106, (XO-1), AN/TSM-108 (XO-1), and AN/TSM-121 (XO-1) and Supplementary Equipment, Guided Missile Test Station AN/TSM-120 (XO-1) (Improved HAWK Air Defense Guided Missile System)
TM 38-750	The Army Maintenance Management System (TAMMS)
TM 750-245-4	Direct Support and General Support Quality Control: Inspector's Inspection Criteria

TECHNICAL BULLETIN (TB)

TB 43-180

Calibration Requirements for the Maintenance
of Army Materiel

TRAINING EXTENSION COURSE (TEC) LESSONS

909-071-0045-F

Punishment Under UCMJ

MISCELLANEOUS

Manual for Courts-Martial, United States, 1969 (Revised edition) (MCM)

APPENDIX B

QUESTIONNAIRE

FM 9-24V/CM

As the user of this manual, you are a vital member of our writing team. Please provide us your opinion and suggestions by filling out this questionnaire. Be sure to include your name, AUTOVON number, and unit so we can follow up on your suggestions.

UNIT ADDRESS _____

AUTOVON _____

DUTY POSITION _____

NAME _____

TIME IN GRADE _____

RANK _____

TIME IN SERVICE _____

1. Did the Introduction explain to you the purpose of the manual? ☐ Yes ☐ No

2. Did the organization of the tasks help you plan your training? ☐ Yes ☐ No

3. Are there any tasks that should be added? ☐ Yes ☐ No

4. Are there any tasks that should be deleted? ☐ Yes ☐ No

5. Did you disagree with the skill level assigned to any task? ☐ Yes ☐ No

6. Were there any problems in relating the Commander's Manual to the Soldier's Manual? ☐ Yes ☐ No

7. Did you disagree with the training site selected for any task? ☐ Yes ☐ No

8. Did you find any errors? If so, please list. ☐ Yes ☐ No

9. Did you have any trouble understanding this manual? ☐ Yes ☐ No
If your answer is Yes, which part(s) was unclear?

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